



Department Email: lcsojudicialsales@lakecountyil.gov
Department Website: <http://www.lakecountyil.gov/2016/foreclosure-information>
Department Telephone: 847-377-4401

Sale Location: Lake County Courthouse
Sheriff's Conference Center
18 N. County St. RM# 110 (Facilities 01110)
Waukegan, Illinois 60085

***Only the sale is in the courthouse. All other department functions are conducted at the Sheriff's Office.
Any correspondence, sale requests, deeds, etc. must be mailed or overnighted to the following address.***

Lake County Sheriff's Office
Judicial Sales Department
25 S. Martin Luther King Jr. Ave.
Waukegan, IL. 60085

Sheriff's Commission Fee: \$600 per sale

Sales are held every Tuesday at 9:30 am except if a holiday falls on a Monday.

To Schedule a Foreclosure Sale:

- A "filed" stamp copy of the *Judgment of Foreclosure and Sale* court order, it does not have to be certified.
- A \$300 check for the deposit made payable to the Lake County Sheriff's Office.
- A cover letter stating the requested sales date on your firm's letterhead with a valid email address. (An email will be sent for all confirmations, continuances, cancellations and sale results.)
- Please include the case number on every check sent to the Sheriff's Office.
- Please do not staple any document, court order or check. Use paper clips to separate individual documents.

A **\$300.00 non-refundable** initial payment (deposit) of the Sheriff's fee is charged to schedule a sale. The **\$300.00** balance can be paid any time after the sale is called and prior to issuing the deed or the proceeds in the event of a third-party purchase. If the Judgment of Foreclosure and Sale contains multiple parcels and requested to be sold separately with multiple bids, an additional Sheriff's Commission Fee will be charged for each. Otherwise just one fee will be charged. In the rare event a sale is vacated after it is called the \$300 balance is still owed. If then the sale is reset another fee will not be charged.

Sale Date Confirmation: We will send an email with the scheduled sale date(s). It will also be available for public viewing on our website. We reserve the right to schedule the sale on a different date than requested if that day is at full capacity or if it falls on or before a holiday. <http://www.lakecountyil.gov/DocumentCenter/View/30821/Sheriffs-Sales---2020>

Documents Needed Before the Sale: We require proof of publication and an opening bid from the plaintiff. We would like these as soon as possible but is required no later than 4:00 pm the day before the sale. If the plaintiff does not provide an opening bid, the sale will automatically be continued to a future sale date, unless a court order specifies otherwise. Opening bids will only be accepted from the plaintiff's attorney/law firm and can be submitted on a Sheriff's official bid form <http://www.lakecountyclerk.org/DocumentCenter/View/2601/Plaintiff-Bid-Form-PDF?bidId> or an internal bid form from your firm or in the body of a company email. In the event of competitive bidding a representative must be present at the sale; otherwise attendance is not required. The Lake County Sheriff's Office will not participate in the bidding process on behalf of the plaintiff due to a potential conflict of interest.

Continuing or Cancelling a Sale Date: We require these requests in writing via email. A sale can be continued up to 59 days without republishing. If a sale is cancelled and then reset, we will need the new requested sale date. This request can be emailed. No additional fee is required at that time; the \$300 balance will be owed only after the sale is called. A new publication will also be required since the sale was cancelled. If the sale is reset, you can request it via email since the initial \$300 deposit has already been paid. All continuances and cancellations will be announced at the sale and posted to our website later the same day.

Day of Sale: The sale will be conducted in an open bidding format beginning with the Plaintiff's opening bid. During the sale; bids will only be accepted by registered bidders with verified funds or the plaintiff's representative if they are competitive bidding on their behalf. Each registered bidder will be called on individually until there is a winning bid. All scheduled sales that do not have any registered bidders will be called back to the plaintiff.

Third-Party Bidders: All Third-Party Bidders must register with the selling officer prior to bidding on a property. They must have in their possession; 10% of the highest bid they are willing to go to, in form of bank certified funds / cashier's check. No cash will be accepted. These funds will be verified during registration the morning of the sale. If the bidding goes higher than the verified amount for any bidder, they are automatically eliminated from the bidding process. The balance is due within 48 hours after the sale.

Post-Sale Documents and Procedures: It is the responsibility of the plaintiff attorney to provide the post-sale documents (report of sale, receipt of sale, and certificate of sale) to the Judicial Sales Department. Templates are available if needed. These can be provided when emailing the opening bid and proof of publication in the plaintiff's name. If there is a third-party buyer, you will be notified in the sale results and the documents will then have to be revised. We will email the results to the plaintiff's attorney/law firm at the completion of the sale. Note: it is the responsibility of the plaintiff attorney to schedule the confirmation hearing date with the circuit court clerk's office. Telephone number: 847-377-3380, website address: www.lakecountyclerk.org

Sheriff's Deed: It is the responsibility of the plaintiff's attorney to prepare the deed when the property goes back to the plaintiff. A copy of the Order Approving Sale court order signed by the judge and stamped by the clerk is required when providing the deed for execution. A template is available if needed. The Order Approving Sale does not have to be certified. **The \$300 balance must be paid before the deed is issued.** We prepare the deed for all third-party purchases.

Proceeds from a Third-Party Purchase: We issue a check to the plaintiff for the proceeds after the sale is confirmed. A copy of the Order Approving Sale court order signed by the judge and stamped by the clerk is required, it does not have to be certified. We send the check U.S. mail to the plaintiff attorney/law firm or overnight if a shipping label is supplied. When preparing the Order Approving Sale court order, it is suggested to include a line that states "the sheriff is hereby ordered to tender a check to the (plaintiff's name) in the amount of \$_____." If there is a deficiency the plaintiff is entitled for the full amount of the winning bid. If there is a surplus; the Sheriff's Office will retain those funds until directed by a court order for disbursement. **The \$300 balance must be paid before the proceeds check can be issued.**

Records: All documents received by the Sheriff's Office pertinent to the sale will be eFiled with the Clerk of the Circuit Court after the sale has been approved and the deed or the proceeds from the sale have been issued.

Schedule an Eviction: If you need to schedule an eviction contact the Civil Process Department at 847-377-4400. They require a certified copy of the Order Approving Sale. <http://www.lakecountyclerk.org/2001/eviction-information>. The Judicial Sales Department does not schedule the evictions.